HOW TO OBTAIN AN "ITIN" (PLAN A— APPLY <u>BEFORE</u> YOU FILE A TAX RETURN:

- **Download the most recent version of Form W-7 [earlier versions of the form will not be accepted] from the IRS web site at *www.irs.gov*; fill it out; check block "h" and write "Overseas Military" on line beside it; have spouse sign the completed form.**
- **Have certified copies of the following identity documents made at the legal assistance office (bring the original documents with you!):**
  - **spouse's passport (if spouse has one), otherwise…**
  - **two or more other documents that prove identity, at least one of which must bear spouse's photo (*e.g.*, *Personalausweiss,* German driver's license).**
- **Mail the completed W-7 Form and certified copies to: Internal Revenue Service, Philadelphia Service Center, ITIN Unit, P.O. Box 447, Bensalem, PA 19020.**
- **ITIN Unit will assign spouse an ITIN and mail a letter to spouse bearing ITIN for use on tax returns [ITIN cards are no longer being issued].**
- **Bring ITIN letter with you to the tax center**
- ***NOTE: Apply early! It can take 4-6 weeks for an ITIN to be issued. You cannot file your tax return without one (unless you follow "Plan B"—see***